

# CLASSIFIED ADVERTISING

Deadline is noon Monday • (907) 443-5235 • Fax (907)443-5112 • e-mail ads@nomenugget.com

## Employment

### Seeking Qualified Applicants



**NORTON SOUND HEALTH CORPORATION**

**In Nome:**

**Accounting:** Accountant II/III \$39.52 + DOE; Payroll Manager \$45.40 + DOE  
**Administration:** Chief Financial Officer; Patient Advocate \$34.57 + DOE; Self-Governance Liaison; Student Intern \$25.00 + DOE  
**Behavioral Health Services:** Administrative Specialist I/II \$24.91 + DOE; Administrative Specialist Relief \$24.91 + DOE; Native Connections Project Director \$29.93 + DOE; Recovery Coach \$25.85 + DOE  
**Dental:** Dental Assistant Trainee \$25.85 + DOE  
**Electronic Health Records:** EHR Support Specialist \$32.31 + DOE; Population Health CMA \$32.31 + DOE  
**Emergency Department:** Administrative Specialist II \$25.85 + DOE  
**Environmental Services:** Environmental Service Worker I \$23.52 + DOE; EVS I Relief \$23.52 + DOE; Laundry Worker \$23.51 + DOE  
**Human Resources:** File Analyst \$29.93 + DOE  
**In-Home Support Program:** Direct Care Attendant \$23.52 + DOE; Personal Care Attendant \$23.52 + DOE  
**Laboratory:** Administrative Specialist II \$25.85 + DOE; Medical Lab Assistant - Uncertified \$32.31 + DOE; Phlebotomist - Uncertified \$25.85 + DOE  
**Materials Management:** Materials Support Technician \$25.82 + DOE  
**Nutrition Services:** Cook \$28.32 + DOE; Cook Relief \$28.32 + DOE; Food Service Worker \$23.52 + DOE; Food Services Worker Relief \$23.52 + DOE  
**Office of Environmental Health:** Environmental Health Technician \$29.93 + DOE  
**Patient Financial Services:** Health Information Technician \$24.91 + DOE; Patient Account Representative \$24.91 + DOE; Patient Benefits Specialist \$28.32 + DOE; Revenue Cycle Analyst \$36.98 + DOE  
**Patient Hostel:** Guest Services Coordinator \$24.91 + DOE; Manager of Patient Hostel \$48.69 + DOE; Patient Hostel Attendant Relief \$23.52 + DOE  
**Patient Housing:** Lead Attendant \$36.98 + DOE  
**Pharmacy:** Pharmacy Technician I \$25.85 + DOE  
**Plant Operations:** Maintenance Engineer I/II/III \$29.93 + DOE; Manager of Life Safety Systems \$52.27 + DOE  
**Quality Improvement:** Administrative Specialist II \$25.85 + DOE  
**Quyanna Care:** Certified Nursing Assistant \$32.31 + DOE  
**Sanitation:** Remote Maintenance Worker I \$32.21 + DOE  
**Security:** Security Officer I/II \$23.52 + DOE; Security Officer I Relief \$23.52 + DOE  
**Social Services:** Language Specialist for Inupiaq \$25.85 + DOE  
**Village Facilities Management:** EVS/Maintenance Traveler to Diomedes \$29.93 + DOE  
**WIC:** Health Educator (CPA) Trainee \$24.91 + DOE

**In Our Village Communities:**

**Certified Medical Assistant \$32.31 + DOE**  
 Unalakleet: FT  
**EVS Worker & Relief \$24.91 + DOE**  
 Diomedes: PT50 & Relief  
 Elim: PT50 & Relief  
 Gambell: Relief  
 Golovin: Relief  
 Koyuk: Relief  
 Diomedes: PT50 & Relief  
 Shaktolik: Relief  
 Stebbins: Relief  
 Teller: Relief  
 Wales: Relief  
 White Mountain: Relief  
**Clinic Travel Specialist: \$24.91 + DOE**  
 Diomedes: FT  
 Gambell: Relief  
 Shishmaref: Relief  
 Shaktolik: Relief  
 Unalakleet: FT  
**Community Health Aide Trainee: \$25.85 + DOE**  
 Brevig: 2 FT  
 Diomedes: 3 PT75  
 Gambell: 2 FT, 1 PT625  
 Golovin: 1 PT625  
 Koyuk: 1 PT75  
 St. Michael: 2 PT75  
 Savoonga: 3 FT, 1 PT75  
 Shishmaref: 1 FT, 1 PT75  
 Stebbins: 4 FT, 1 PT75  
 Teller: 1 PT625  
 Unalakleet: 2 PT75  
 Wales: 2 PT75  
 White Mountain: 1 PT625

\$5,000 hard to fill hiring bonus for qualified positions

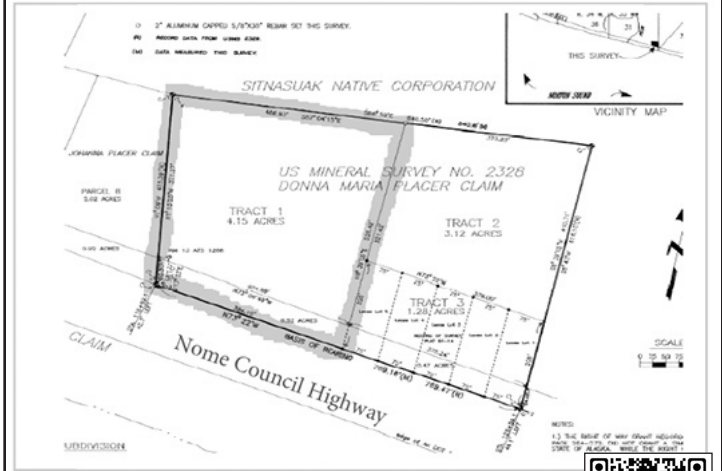
For more information or an up-to-date vacancy list, go to [www.NortonSoundHealth.org](http://www.NortonSoundHealth.org) or contact Human Resources at (907) 443-4573  
NSHC is a drug-free workplace and will apply Alaska Native/American Indian preference for hire (under PL 93-638 and Veteran Preferences). NSHC will also initiate a criminal history/background check for all positions.

## Real Estate

### We buy homes!

4.15 acres oceanfront, patented! - \$189,000

Donna Marie Tract 1, Nome, 99762



907-443-7368  
[www.nomesweethomes.com](http://www.nomesweethomes.com)



## Classifieds

**WANTED**—Large bull muskox horn, moose/caribou antler, old ivory, Eskimo artifacts. Call Roger 304-1048 or email [nomerog@hotmail.com](mailto:nomerog@hotmail.com)



**Nome Eskimo Community**

### LEADERSHIP OPPORTUNITY: NEC EXECUTIVE DIRECTOR

NEC is seeking a team leader; we offer great benefits and competitive salary. The rate of pay is dependent on experience.

**Responsibilities include:**

- » Administration and management of Nome Eskimo Community Tribal operations;
- » Immediate supervision of administrative staff and program directors;
- » Overall financial management of NEC;
- » Monitoring state and federal legislation;
- » Negotiating funding agreements;
- » Working closely with the NEC Tribal Council;
- » Review and approve all personnel evaluations and meet employment needs;
- » Develop working relationship with local organizations and various entities while promoting NEC.

**Salary:** Depends upon experience.

The job description, and application are available on our website: [www.necalaska.org](http://www.necalaska.org)

Questions? 907-443-2246 • [jobs@necalaska.org](mailto:jobs@necalaska.org)

**HIRING PREFERENCE:** When possible, NEC extends a hiring preference for employment in accordance with section 7 (b) of Public Law 93-638.

**WE ARE A DRUG FREE WORKPLACE!** When required, applicants must pass a criminal history check to be considered.

## Legals



### Annual Meeting of Shareholders King Island Native Corporation

The King Island Native Corporation will hold their Annual Meeting of Shareholders on **Saturday, April 23, 2022**, at Old St. Joseph at 1pm for the following purpose: Election of two (2) directors and other matters listed on the agenda.

## Seawall

**Nome Police Department Weekly press releases Activities reported between 3/28/2022 - 4/3/2022**

During this period there were 235 calls for service received at the Nome Police Communications Center; 53 (22%) of these calls involved alcohol. The Nome Volunteer Ambulance Department responded to 8 ambulance calls. The Nome Volunteer Fire Department responded to 0 fire calls during this period. NPD responded to 8 calls reporting intoxicated persons needing assistance. Nobody was remanded to AMCC as protective hold; and two persons remained at the hospital for medical evaluation/treatment. There was one citation given for Minor Consuming Alcohol.

**Arrests**

A total of 17 arrests made with 17 (100%) alcohol related.

**Monday, March 28, 2022**

Charges: Disorderly Conduct; two counts of Violating Conditions of Release. Name: Paul Tomalin. Location: W. 2nd Ave. Charge: Warrant Arrest. Name: Valerie Henry. Location: Bering St. Charge: Criminal Mischief in the third degree. Name: Denny Martin. Location: E. 5th Ave.

**Tuesday, March 29, 2022**

Charges: Criminal Trespass in the second degree and three counts of Violating Conditions of Release. Name: Xavier Pete. Location: Front St. Charge: Warrant Arrest 2x. Name: David Nattanguk. Location: E. 5th Ave.

**Wednesday, March 30, 2022**

Charge: Warrant Arrest. Name: Joan Davis. Location: Seppala Dr. Charges: Criminal Trespass in the second degree and three counts of Violating Conditions of Release. Name: Thomas Ahpuk. Location: W. 2nd Ave.

**Thursday, March 31, 2022**

Charge: Warrant Arrest; Criminal Trespass in the second degree. Name: Zakk Schuerch. Location: Front St. Charges: Criminal trespass in the second degree, Probation Violation. Name: Sergie Obruk. Location: E. Nugget Alley.

**Friday, April 1, 2022**

Charge: Probation violation. Name: Ryan Okleasik. Location: E. 3rd Ave. Charge: Violating Conditions of Release. Name: Eugenia Nassuk. Location: E. 3rd Ave. Charge: Warrant Arrest. Name: Denny Martin. Location: H St. Charges: Robbery 1st Degree and Misconduct in

volving weapons fourth degree. Name: Owen Outwater. Location: Front St.

**Saturday, April 2, 2022**

Charge: Two counts Violating Conditions of Release. Name: Justina Adams. Location: E. Kings Pl. Charge: Three counts Violating Conditions of Release. Name: Kenneth Smith. Location: E. Tobak Alley. Charge: Two counts Violating Conditions of Release. Name: Magdeline Orniak. Location: W. D St.

**Sunday, April 3, 2022**

Charges: Assault in the fourth degree. Name: Darlene Ferreira. Location: E. H St..

**Traffic**

**Friday, April 1, 2022**  
 Offense: Driving while license revoked or suspended. Name: Norman Hagg. Location: 3rd Ave and Moore.

Offense: Driving while license revoked or suspended. Name: Jack Latham. Location: Front St.

*Disclaimer: This is a record of activity. The issuance of citations or the act of arrest does not assign guilt to any identified party.*

## Court

**Week ending 4/1/22 Civil**

Shane Knutson, Pettitioner and Marilyn Sheldon, Co-Petitioner; Dissolution Without Children - Superior Court  
 Not Published v. Not Published; Sexual Assault: Short-Term  
 Brittany Bracewell v. Patrick Meyer; Domestic Violence: Short-Term  
 Not Published v. Patrick Meyer; Domestic Violence: Short-Term

Not Published v. Patrick Meyer; Domestic Violence: Short-Term  
 Not Published v. Patrick Meyer; Domestic Violence: Short-Term

**Small Claims**

No current claims available in CourtView; start 2NO-22-0003SC

**Criminal**

No current criminal cases received via email



# Trooper Beat • Employment

**Nome**  
Child Support: On 03/21/22 at approximately 9:46 a.m., Alaska State Troopers assisted in serving Child Support to an individual.

**Gambell**  
Suspicious Circumstances: On 03/21/22 at approximately 5:45 p.m., Alaska State Troopers received a report of Suspicious Circumstances.

**Koyuk**  
Disturbance: On 03/22/22 at approximately 10:41 a.m., Alaska State Troopers received a report of a Disturbance. Upon investigation, no injuries or imminent danger was determined. This incident has since been closed.

**Nome**  
Liquor Laws: On 03/22/22 at approximately 12:24 p.m., Alaska State Troopers received a report of liquor laws violation. Upon investigation, Five Miller-Lites were confiscated at Bering Air, and charges of Importation were forwarded to OSPA for the individual involved.

**Nome**  
Liquor Laws: On 03/22/22 at approximately 12:48 p.m., Alaska State Troopers received a report of Liquor Laws Violation. Upon investigation, charges were forwarded to OSPA for the individual involved.

**Wales**  
Suspicious Circumstances: On 03/22/22 at approximately 5:00 p.m., Alaska State Troopers received a report of Suspicious Circumstances and conducted a village visit.

**Elim**  
Assault - DV: On 03/22/22 at approximately 5:41 a.m., Alaska State Troopers received a report of a DV Assault. Upon investigation, Samuel Davis, 33, of Elim was arrested and charged with Assault 3 and VCOR. He was later transported to Nome.

**Gambell**  
Assault: On 03/23/22 at approximately 10:27 a.m., Alaska State Troopers received a report of an Assault. The investigation is ongoing.

**Elim**  
Suspicious Circumstances: On 03/23/22 at approximately 10:43 a.m., Alaska State Troopers received a report of Suspicious Circumstances and conducted a village visit.

**Koyuk**  
Miscellaneous: On 03/23/22 at approximately 4:43 p.m., Alaska State Troopers conducted a village visit.

**Brevig Mission**  
Patrol Request: On 03/25/22 at approximately 11:18 a.m., Alaska State Troopers conducted a Patrol per Request.

**Elim**  
Disturbance: On 03/25/22 at approximately 1:31 p.m., Alaska State Troopers received a report of a Disturbance.

Serve Court Documents: On 03/25/22, Alaska State Troopers served or attempted service of various court documents to include but not limited to: summonses, subpoenas, evictions, DVPOs, and stalking orders. AK22028759 Serve Court Documents 3/25/2022 14:23 Nome

**Elim**  
Disturbance: On 03/26/22 at approximately 1:20 a.m., Alaska State Troopers received a report of a Disturbance.

**Brevig Mission**  
Disturbance: On 03/26/22 at approximately 3:15 p.m., Alaska State Troopers received a report of a Disturbance. Upon investigation, the allegation was determined false, and this incident has since been closed.

**Stebbins**  
Suspicious Circumstances: On 03/27/22 at approximately 2:04 p.m., Alaska State Troopers received a report of Suspicious Circumstances.

**Saint Michael**  
Suspicious Circumstances: On 03/27/22 at approximately 2:08 p.m., Alaska State Troopers received a report of Suspicious Circumstances.

**Gambell**  
911 Hang-up: On 03/28/22 at approximately 7:47 a.m., Alaska State Troopers received a report of a 911 Hang-up. Multiple calls were received, and upon investigation, they were determined to have been prank calls. This incident has since been closed.

**Teller**  
Sexual Assault: On 03/28/22 at approximately 11:19 a.m., Alaska State Troopers received a report of a Sexual Assault. The investigation is ongoing.

**Nome**  
REDDI Report: On 03/28/22 at approximately 22:35, Alaska State Troopers received a REDDI Report.

**Brevig Mission**  
Disturbance: On 03/29/22 at approximately 1:33 p.m., Alaska State Troopers received a report of a Disturbance.

**Brevig Mission**  
Disturbance: On 03/29/22 at approximately 1:33 p.m., Alaska State Troopers received a report of a Disturbance.

**Stebbins**  
Assault: On 03/29/22 at approximately 6:47 p.m., Alaska State Troopers received a report of an Assault. The investigation is ongoing.

Serve Court Documents: On 03/30-31/22 Alaska State Troopers served or attempted service of various court documents to include but not limited to: summonses, subpoenas, evictions, DVPOs, and stalking orders. AK22030261 Serve Court Documents 3/30/2022 13:19 Nome

**Shishmaref**  
Suspicious Circumstances: On 03/30/22 at approximately 1:39 p.m., Alaska State Troopers received a report of Suspicious Circumstances. The investigation is ongoing.


**Stebbins**  
Assault - DV: On 03/30/22 at approximately 7:07 p.m., Alaska State Troopers received a report of a DV Assault. Upon investigation, Roy Kirk, 34, of Stebbins was arrested and charged with Assault 3. He was later transported and remanded to AMCC.

**Wales**  
Assault - DV: On 03/30/22 at approximately 20:56, Alaska State Troopers received a report of a DV Assault. Upon investigation, Kellen Okpealuk, 33, of Wales was arrested and charged with DV Assault 3, VCOR and Unlawful contact.

## JOB OPENINGS

NMS is hiring for Full-Time **Custodians** to join and support the Nome School District. Some experience of general cleaning practices is required for the custodian position. Starting rate of pay is \$18/hr - \$24/hr (DOE) plus full benefits.

Apply today! Visit: [nmsusa.com/employment](https://nmsusa.com/employment) to get started. Contact Aaron Makkar, NANA Senior Recruiter, at (907) 265-4173 with questions.

## NOME JOINT UTILITY SYSTEM

### NOME JOINT UTILITY SYSTEM JOB OPENINGS

Applications are being accepted for an Operator / Mechanic in the Power Generation Unit.

- OPERATOR / MECHANIC: \$38/hr plus Retirement Contribution
- APPRENTICE: 50-100% Journey Scale, DOE

NJUS intends to hire one person in this department (with a Mechanic focus) depending on interest and applications received.

Applications are being accepted for a position in the Line Department as a **JOURNEYMAN LINEMAN, APPRENTICE LINEMAN or LABORER.**

- JOURNEYMAN LINEMAN: \$41.62/hr + Retirement Contribution Requires a current Certificate of Fitness from the State of Alaska as a Journeyman Linesman
- APPRENTICE LINEMAN: 50-100% Journey Scale, DOE If selected, the apprentice gain experience while working under a Journeyman and will be enrolled in the IBEW Apprenticeship Program and attend classes outside of Nome for periods in Fairbanks or Anchorage.
- SEASONAL LABORER: \$27.05/hr, DOE The chosen, the Laborer will assist electrical workers as directed.

NJUS intends to hire one person in this department depending on interest and applications received.

Applications are being accepted for a position in the Water / Sewer Department as **OPERATOR IN TRAINING or LABORER.**

- OPERATOR-IN-TRAINING: \$29.16/hr to \$33.28/hr (DOE) plus Retirement Contribution
- LABORER (Temporary Employee): \$27.05/hr, DOE

NJUS intends to hire one person in this department depending on interest and applications received.

For a complete description of requirements for these positions, contact NJUS at (907) 443-6587. Applications are available from NJUS, City Hall, and [WWW.NJUS.ORG](http://WWW.NJUS.ORG). Completed applications should be delivered to the NJUS Administrative Office located at the old Snake River Power Plant Building, 1226 Post Road, mailed to: PO Box 70, Nome, AK 99762 or emailed to [KenM@NJUS.org](mailto:KenM@NJUS.org)

NJUS is an Equal Employment Opportunity Employer. Reasonable accommodation will be made available to qualified individuals with disabilities upon request. Applications are subject to pre-employment drug screening.

These recruitments are open until filled.

## •Trooper Beat

**Wales**  
Miscellaneous: On 03/31/22 at approximately 10:27, Alaska State Troopers conducted a Village Visit.

**Stebbins**  
Miscellaneous: On 03/31/22 at approximately 10:32, Alaska State Troopers conducted a Village Visit.

**Brevig Mission**  
Miscellaneous: On 03/31/22 at approximately 3:54 p.m., Alaska State Troopers conducted a Village Visit.

**Savoonga**  
SAR: At approximately 10:15 a.m., Alaska State Troopers received a report that Tadd Okoomealingok, age 16 of Savoonga, left a note indicating he planned to travel from Savoonga to Gambell on an ATV. The weather conditions at the time of report were a foot of fresh snow on the ground and strong winds, with additional snow still falling. It was believed that it would not be possible for Tadd to make it to Gambell in the conditions. A team of searchers assembled in Savoonga. The team located tracks believed to have been left by Okoomealingok. At 3:10 p.m., searchers informed AST that Okoomealingok was located walking along the trail after his ATV got stuck. Okoomealingok was transported back to Savoonga and did not require medical assistance.  
[Posted on 3/31/2022]

### Advertise in The Nome Nugget

Call us at (907) 443-5235 or send an email to [ads@nomenugget.com](mailto:ads@nomenugget.com)

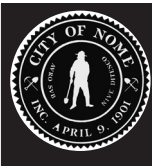
## Job Listing



### Nome Chamber of Commerce Administrative Assistant.

**Salary: \$25/hr + DOE**  
**Hours: Full-time**

This is a full time position for the Nome Chamber of Commerce (NCOC). Answer phones and greet the public who come to the NCOC office. Maintain NCOC file system. Maintain, stock and receive office supply inventory. Assist in processing Pull Tab inventory and delivery for Charitable Gaming. Prepare and post bulk and other mailings. Assist in preparations for meetings & conventions and other special events sponsored by the NCOC. Assist in maintaining Board of Director meeting binders and prepare Board meeting packets. Perform internet research. Perform NCOC office cleaning and close up duties. Must be at least 21 years of age. Ability to work independently and perform each responsibility satisfactorily with minimal supervision. Perform all office practices, procedures and operate standard office equipment. Excellent oral and written skills. Proficient in Microsoft applications. Work well with the public and agencies. Excellent telephone etiquette. Ability to maintain confidentiality. Professionalism Education and/or Experience High School Diploma or equivalent. At least two years of work experience in an office setting and/or public service job. Knowledge of Nome businesses, residents and the services they provide is also preferred. Wages DOE. Please contact the NCOC at 443-3879 or [director@nomechamber.com](mailto:director@nomechamber.com). Applications are also available at the Nome Job Center. 443-2626



## JOB OPENINGS

The City of Nome is accepting applications for:

<b>Position:</b>	<b>Communications Officer I</b>
<b>Range:</b>	<b>11C</b>
<b>Salary:</b>	<b>\$23.16 per hour DOE</b>
<b>Hours:</b>	<b>Full Time regular</b>
<b>Qualifications:</b> Entry level position with the Nome Police Department working in the Dispatch Center. Answers incoming 911 calls and operates radios, telephones, and paging systems. Must have a High School degree or equivalency. Full job description please call or email.	
<b>Closing Date:</b> Open until filled	
<b>Position:</b>	<b>Building Maintenance Worker</b>
<b>Range:</b>	<b>14 C</b>
<b>Salary:</b>	<b>\$28.97 per hour DOE</b>
<b>Hours:</b>	<b>Temp</b>
<b>Qualifications:</b> Performs a variety of semiskilled/skilled trades work in construction, including maintaining and repairing building structures and facilities for the city. Must have a High School degree or equivalency. Full job description <a href="#">call or email below</a> .	
<b>Closing Date:</b> Open until filled	
<b>Position:</b>	<b>Library Clerk</b>
<b>Range:</b>	<b>7A</b>
<b>Salary:</b>	<b>\$17.19 per hour DOE</b>
<b>Hours:</b>	<b>part time, Evenings &amp; Saturday</b>
<b>Qualifications:</b> Some library or customer service experience preferred, but not required. Must have a High School degree or equivalency.	
<b>Closing Date:</b> Open until filled	

Applications may be obtained from City Hall 4436663, Nome Job Service or call HR Office at 4436602 for more information. Deliver completed application to City Hall or by email at: [hr@nomealaska.org](mailto:hr@nomealaska.org)



## PLEASE HELP

### Adopt a Pet or make your donation today!

Dog food, cat food, cat litter and other donations are always welcome at the Nome Animal Shelter!

**Nome Animal Control & Adopt-A-Pet**  
**443-8538 or 443-5262**



• **Employment**

**NSEDC Job Opportunities**



**Community Benefits Specialist (Anchorage):**

The Community Benefits Specialist assists with coordination and facilitation of all Community Benefits Department programs. A high school diploma and at least 2 years of related experience is required.

**Refrigeration Technician (Nome):**

The Refrigeration Technician ensures that equipment and facilities at NSSP operate efficiently.

**Fisheries Biologist (Nome and Nome or Unalakleet):**

The Fisheries Biologist works with the Norton Sound Fisheries Research and Development team to develop, coordinate, implement and evaluate fisheries projects across the region. A bachelor's degree in biological science and 2 years' experience in fisheries research and management projects OR a master's degree in biological science is required.

**Community Liaison (St. Michael):**

NSEDC Community Outreach Liaisons give NSEDC a presence in member communities that do not have an NSEDC office. Liaisons are responsible for the distribution of information related to NSEDC programs and opportunities, the maintenance of an NSEDC-owned informational bulletin board, and are expected to be available at regularly set times and locations.

For an application or a complete job description, visit [www.nsedc.com](http://www.nsedc.com) or contact NSEDC Human Resources at (907)274-2248 (Anchorage), 800-650-2248 (toll-free) or [hr@nsedc.com](mailto:hr@nsedc.com).

**NOME CONVENTION & VISITORS' BUREAU DIRECTOR**

**Department:** Nome Convention & Visitors' Bureau **Salary:** DOE  
**Reports to:** Nome Chamber of Commerce Executive Director & Board of Directors  
**Supervises:** Administrative Assistant, Temporary/Seasonal Office Aides, Volunteers, & Community Service Workers

**Summary**

This position is responsible for the promotion of Nome as a visitor and convention site destination and the operation of the Visitors' Center. The Nome Convention & Visitors' Bureau Director may be required to work evenings and weekends.

**Essential Duties and Responsibilities**

- Supervise and evaluate NCVB staff; provide hire recommendations to Executive Director
- Plan, organize and direct Visitor Center activities
- Prepare and monitor NCVB budget
- Market Nome as a visitor destination; initiate contact with cruise lines, ATIA, other Visitor Centers, tourism groups, state agencies, etc.
- Design promotional materials, fliers, brochures, and other visitor aides and distribute state wide
- Assist with preparation of materials for "Familiarization" tours for industry representatives
- Promote Nome tourism businesses via web site; monitor and update website
- Purchase budgeted items; submit coded invoices to Executive Director
- Maintain close working relationship with local and State tourism organizations
- Prepare correspondence and reports
- Maintain records and files of NCVB; provide visitor, birding and event data as needed
- Establish policies & procedures for NCVB services
- Engage in local and statewide tourism groups/committees
- Provide quarterly reports to the Executive Director, Board of Directors and Nome Common Council
- Provide tourism data to travel writers, newspapers, magazines & travel guide books
- Provide overflow housing assistance for Iditarod event
- Assist specialty tour groups such as birdwatchers, nature tours, and passenger cruise ships, etc.

**Supervisory Responsibilities**

- Directly supervises and evaluates all NCVB employees

**Qualification Requirements**

- Excellent organizational, oral and written communication skills; technical report writing, budgeting
- Ability to read, analyze, and interpret general business and technical journals, professional publications, financial reports and government regulations
- Extensive knowledge of Windows and Microsoft programs: Word and Excel
- Must be self-motivated and able to work independently with minimal supervision
- Must have a valid Alaska Driver's License and authorization to utilize Community Service Workers
- Must be able to travel

**Education and/or Experience**

- Minimum two years of college plus three years' experience in a supervisory position.
- Three years' experience in tourism marketing preferred and knowledge of Alaska's tourism industry and contacts highly preferred
- OR a combination of education and experience which demonstrates an equivalent level of expertise
- Must have some knowledge of Nome businesses, residents and the services they provide

Please contact the NCOC at 443-3879 or [director@nomechamber.com](mailto:director@nomechamber.com). Applications are also available at the Nome Job Center. 443-2626

**KAWERAK, INC.**  
*meaningful employment opportunities*

**Benefit Highlights**

Supportive work environment • Excellent Pay • 7% Employer Retirement Contribution • Recreation and Pool Passes • Employer sponsored health plan • \$2500 Hiring bonus for hard to fill positions • Costco or Amazon Prime Membership Reimbursement

**Newly Listed!**

**Land Management Services Program Director**

Oversee LMS Program for the Bering Strait Region, supervise staff, monitor budget and complete program reports.

**Tribal Coordinator** \*Village of Solomon (Nome) AND Gambell

Provide administrative support and maintain day to day operations of the tribal office for the Tribal Council.

**EHS Inupiaq Teacher** \*Nome AND Shishmaref

Be committed to speaking and teaching children using the Inupiaq language.

**Alternate Tribal Coordinator** \*Koyuk

Assist in gathering information on the needs of tribal members.

**Building Custodian/Janitor/Light Maintenance**

Responsible for maintaining and cleaning the Kawerak offices and outside area.

**Head Start/Early Head Start Home Visitor** \*Shishmaref

Visit homes and work with families to implement a home-based learning experiences and achieve healthy outcomes for youth and families.

**SUMMER WORK - YOUTH & YOUNG ADULT**

**KAWERAK INTERNSHIP** Current Kawerak Higher Ed Scholarship Recipients are eligible for our Internship Program! Meaningful work, \$25 per hour, and a great experience!

\*\*\* Apply at [kawerak.org/internship](http://kawerak.org/internship), Deadline April 12!!! \*\*\*

**KAWERAK SUMMER YOUTH WORK PROGRAM** Tribal members ages 14-24 eligible to apply! Work in the Bering Strait Region this summer!

\*\*\* Apply at [kawerak.org/syp](http://kawerak.org/syp), Deadline April 15! \*\*\*

**Still Available**

**\*Don't miss out on your chance to apply for these jobs!\***

- |                                       |   |
|---------------------------------------|---|
| Employment Specialist                 | Community Planning & Development Program Director                       |
| Child Development Program Manager     | Early Childhood Coach Mentor  |
| Help Desk Technician                  | Alt Tribal Coordinator (Unalakleet, Brevig Mission, Mary's Igloo, Elim) |
| Village System Specialist             | Site Maintenance - Pilgrim Hot Springs                                  |
| Marine Advocate                       |   |
| AE/Ged Specialist Instructor          |   |
| Translator/Transcriber                |   |
| Site Caretaker -Pilgrim Hot Springs   |   |
| Subsistence Resource Program Director |   |

**AND MANY MORE!**

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*We work together to thrive.*



**KING ISLAND NATIVE CORPORATION**

**OPEN POSITION:  
Office/Retail Manager**



**JOB DESCRIPTION**

**Company:** King Island Native Corporation ("KINC")  
**Job Title:** Office/Retail Manager  
**Position Type:** Regular Full-time  
**Compensation Range:** DOE  
**Reports To:** Board of Directors, Board President  
**Supervises:** Temporary Workers and Contract Employees  
**Location:** Nome, Alaska

**Position Summary:**

Subject to such policies and limitations as may be adopted by the Board of Directors, the Office Manager implements policy and oversees general management and direction of the businesses, property management, assets and investments of KINC. This includes:

- Providing information and recommendations to the Board required for Board decisions and implementing Board decisions.
- Being present and planning for each annual meeting of the shareholders and Directors and report on the condition and business of KINC.
- Developing, evaluating and reporting on new business opportunities, and monitoring, managing and reporting on existing businesses of KINC.
- Developing and presenting to the Board for approval strategic and operational plans and budgets.
- Representing KINC as its principal representative in all matters relating to KINC, including community organizations, partners, governmental agencies and other Native organizations.
- Appointing employing and discharging, and fixing the compensation of all KINC employees and agents, subject to the approval of the Board.
- Assuring that the books, reports, statements and certificates required by applicable law are properly kept, made and filed. This includes submitting quarterly reports to the State of Alaska and Federal government and to the City of Nome for sales tax reporting.
- Developing, documenting and implementing standard policies, practices and procedures.
- Supervising and training employees, and other personnel matters.
- Working with legal, accounting, investment and other professional advisors approved by the Board.
- Developing and recommending yearly budgets for Board approval and managing KINC's resources within those budgets.
- Performing all other duties as are incident to the office or are required of him or her by the Board.
- Opening and closing of the fabric and carving store to the customers and ensuring that the inventory of items in the stores are adequate.

**Key Responsibilities:**

1. Maintain regular contact and communications with the President and the Board.
2. Prepare monthly board packets, including financial and narrative report.
3. In cooperation with the President, represent KINC positively with Native corporations, tribes, regional and state-wide communities, social and political organizations and local, state and federal agencies and public bodies. Maintain consistent communications so that KINC and its mission, programs, products and services are presented in a strong, positive image to relevant stakeholders.
4. In cooperation with the President, represent the Board in relations with shareholders, communicating with shareholders regarding shareholder concerns and corporate shareholder policies, benefits and activities.
5. Oversee land management on behalf of KINC.

**Required Knowledge, Skills, and Abilities:**

1. A Bachelor's Degree in Business or other like field, 4 years of supervisory work is considered comparable.
2. Excellent interpersonal and written and oral communication skills.
3. Strong leadership skills, self-motivated and able to work without direct oversight or supervision.
4. Understanding and experience working with a corporate structure, board of directors, the Alaska Native Claims Settlement Act, federal and state governing bodies and a historical understanding of the KINC region.
5. Knowledge of Alaska Native cultures, values and politics.
6. Possess the highest integrity and a strong sense of personal accountability and ethics.
7. Bookkeeping and QuickBooks experience is preferred, but not necessary.
8. Retail experience is required for running the fabric and carving stores.